

PURCHASING GUIDELINES



1. ARE YOU PURCHASING FOOD?

- Food is categorized as anything that is intended on being consumed.
- All food must be on a *separate* receipt from non-food purchases.

2. ARE YOU PURCHASING T-SHIRTS?

- Speak to your ISL advisor at least 4 weeks before you need the t-shirts.
- All t-shirt designs must go through the trademark approval process.

3. ARE YOU UTILIZING CRETS OR TATE PRINT AND COPY?

- Always send the reservation confirmation to your ISL advisor. This will ensure no future budgetary issues.

4. DO YOU HAVE QUESTIONS ABOUT WHAT CAN BE PURCHASED WITH ORG FUNDS?

- When in doubt, check with your ISL advisor to find out what can and cannot be purchased with student organization allocated funding.

5. QUESTIONS ABOUT THE REIMBURSEMENT OR PAYMENT REQUEST PROCESS?

- Carefully review the information on the "executive board resources" page at isl.uga.edu